



ALL THE CARE YOUR PET NEEDS!

POSITION DESCRIPTION – Veterinarian

RESPONSIBLE TO:

Veterinary Directors and the Practice Manager

FUNCTIONAL RELATIONSHIPS WITH:

- Internal -**
 - Practice Manager
 - Veterinary Directors
 - Veterinarians
 - Nurses
 - Customer Services staff
- External -**
 - Clients and their animals
 - Visitors
 - Supplier Companies
 - Other Veterinary Organisations

MAIN PURPOSE OF THE JOB:

The provision of Companion Animal veterinary diagnostic, medical and surgical services. Prescribing, preparing, dispensing and advising on the use of medicines, drugs, animal remedies and diets to owners of animals. Providing advice on health and welfare of animals. Maintain a working knowledge of OSH and Hazardous Substances and New Organisms Compliance.

Clients should feel that they have been dealt with in a professional but friendly and courteous manner and that all that can be done for them has been done. “..all the care your pet needs!” is our philosophy.

Veterinarians work closely with the nurses and other team members to provide efficient, effective, professional services as well as provide clinical guidance, assistance, education and support.

Key Tasks:

1. Clinical Services

1.1 Restoring Health

Provide first line services and assist with providing referral services.

Consultations for sick or injured pets and urgent medical, surgical and nursing services (including resuscitation, stabilisation and assessment and diagnosis, treatment and referral as necessary).

Assess the urgency and severity of presenting problems through history taking, examination and investigation.

Formulating a treatment plan, recommending and undertaking appropriate diagnostic and therapeutic procedures. This includes, but is not limited to, prescribing, surgery and other procedures, psychological interventions, advising and client education.

Scheduling, providing and assistance with surgical procedures.

Production of Xrays, Ultrasound scans and ECGs.

Provision of advanced anaesthetic procedures.

Monitoring and managing patient anaesthetics and postoperative pain relief.

Follow-up of patient test results and communication with clients where appropriate.

Assisting other clinical team members as required.

Undertake patient discharges, ensuring clients understand the diagnosis, outcome, after-care and follow-up required.

Attending home visits as requested.

1.2 Maintaining Health

Provide clinical and breed appropriate health services.

Provide ongoing wellness and development assessment and advice.

Provide appropriate evidence based screening, risk assessment and early detection of illness, disease and disability.

Ensure immunisation programmes are promoted according to Practice protocols.

Maintain reminder systems for preventative health programmes.

1.3 Improving Health

Improve patient health by promoting wellness programmes such as weight control clinics, senior pet promotions, dental screens and immunisation programmes.

Advising on appropriate diet and exercise.

1.4 Appointments

Provide clinical services in an efficient manner with good time management to ensure client waiting is kept to a minimum.

1.5 Prescriptions Animal Remedies (PAR's)

The legal requirements governing the use of PAR's are understood and upheld in accordance with Practice protocols.

2. Hospital Supplies Materials and Consumables

2.1 Supplies Usage

Hospital materials will be used in an efficient manner to ensure costs are optimised and wastage is minimised.

2.2 Drug Registers

Maintain accurate Drug Registers in accordance with defined protocols.

3. Accounting

3.1 Estimates

Provision of accurate estimate of cost of procedures as required.

3.2 Invoicing

Ensure all patient services undertaken and products used are charged out in accordance with appropriate protocols.

4. Sales and Services

4.1 Sales

Excellent knowledge of all animal remedies and diets.

All items that will add value to the client's solution, either PAR or OTC, are considered and recommended appropriately.

4.2 Services

Serve clients with empathy in regard to their cultural, emotional and physical state.

5. Record Keeping

5.1 Data Entry

Data such as patient notes, drugs administered, laboratory results, messages, appointments, dispensing labels and discharge instructions etc are entered accurately and completely at all times, in accordance with Practice protocols.

5.2 Hospital Documentation

Hospital sheets, Anaesthetic forms, Admission forms and Discharge forms etc to be completed legibly according to Practice protocols.

5.4 Client Database

Client and Patient information and demographics are updated accurately according to the Practice data entry conventions.

5.5 Document Control

Control of all documents is maintained in an orderly and accessible manner.

Copies of relevant documents are given to the appropriate people.

6. Communication

6.1 External

Professional liaison with clients and other veterinary professionals is maintained at all times.

6.2 Internal

All staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or regarding the internal workings of the Practice.

Be able to utilise all communication methods of the Practice and including phone, fax, message system, client txt system and email, in accordance with Practice communications protocols.

Staff and team meetings are attended when scheduled.

6.4 Staff Issues

All issues are referred to the Practice Manager or a Veterinary Director in the first instance.

7. Privacy Security and Safety

7.1 Confidentiality

Client and patient confidentiality is maintained at all times. Any information or document with a patient name or readily identifiable information must be kept confidential and not be able to be seen by members of the public or other visitors.

Patient details are not to be discussed – the exception to this is where it is in relation to a particular request or task required.

7.2 Personal Security

Be aware of security, i.e. ensure external doors that are not required for patient access are locked when not in use, i.e. back doors and side entrance doors. Internal doors from waiting room to consultation rooms to be shut at all times. Store room door to be locked when not in use.

7.3 Security of Premises

Premises are opened for business, and closed securely at the end of day, in accordance with practice security protocols. This ensures alarm systems are set and monitored, and premises are secure.

7.4 Legal Compliance

Compliance with the Veterinarians Act.

Compliance with ACVM Act.

Compliance with the Animal Welfare Act.

Compliance with ERMA – HSNO Act.

Compliance with Veterinary Council of NZ – Code of Professional Conduct for Veterinarians.

Comply with established health and safety policies with regard to taking x-rays, handling animals, instruments, infection control, storage of drugs, disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation.

8. Education and Development

8.1 Continuing Education and Professional Development

Continuing Education and Professional Development needs will be assessed on a regular basis. Staff will be required to attend internal training seminars or external conferences and courses or participate in distance education programmes accordingly.

Veterinarians are expected to take individual responsibility for ongoing professional development.

8.2 Knowledge Dissemination

Share new-found knowledge enthusiastically with colleagues.

9. Other

9.1 Other Duties

Veterinarians may be asked from time to time, to perform other tasks in order to maintain quality of service to clients and the smooth and effective running of the Practice.

9.2 On Call Rosters

Participate in on-call and attendance rosters to provide after-hours and emergency cover as part of the Practices contractual obligations to the Wellington Afterhours Clinic and the Police Dog Training Center.

When on-call to be able to return to provide services within 20 minutes.

PERSON SPECIFICATION

1. Experience

Experience in a busy companion animal veterinary practice. Confidence with clients and their pets.

2. Attitude

Positive and enthusiastic. Professional. Helpful. Flexible.

3. Personal Attributes

Warm, welcoming and flexible. Outgoing. Empathetic. Must relate well to clients and their animals. Compassionate – able to relate to distressed clients. Good communication skills. Resourceful. Strong analytical, organization and time management skills. Able to multi-task. Attention to detail. Solution-finding approach. Shows initiative.

4. Technical Skills

Competence in basic veterinary technical skills such as blood collection, catheterisation, dentistry and routine elective surgery. Experienced Microsoft Computer System user.

5. Qualifications and Training

A Bachelor of Veterinary Science degree or equivalent, recognised by the New Zealand Veterinary Council and a current Practising Certificate.

Experience with Vision VPM Practice Management software an advantage.

6. Fit within Team

Resilient and able to work under pressure. Able to deal with difficult situations. Co-operative and shares workload and information. Can communicate to staff and patients at any level. Shows initiative and is ready to assist without being asked.

7. Other

Able to deal with difficult situations. Physically fit and able to lift heavy objects occasionally. A sense of humour. Current drivers licence.

HOURS

1. Full-time Positions

Average of 40-45 Hours per week. Shifts rostered to cover shared evenings, week-ends and Public Holidays.

Participation in after-hours on call and attendance rosters to cover our contractual obligations to the Wellington After-hours Clinic and the Police Dog Training Centre.

2. Job Share Positions

Job share positions will be approximately half time. Shifts will be rostered to cover evenings, week-ends and Public Holidays. Participation is required in all After-hours rosters.